

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY – DRAFTER/RESEARCHER	<b>Date:</b> 7/29/2004
<b>Position Level:</b> 13	<b>FLSA Status:</b> Exempt
<b>Class Code:</b>	

### GENERAL DESCRIPTION

Primary function is to provide legal advice to/and represent County departments and divisions of the government.

### KEY RESPONSIBILITIES

*SEE ATTACHED ADDENDUM*

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title: ASSISTANT COUNTY ATTORNEY: DRAFTER/RESEARCHER</b>	<b>Class Code:</b>	<b>Position Level: 13</b>
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Law Degree.
<i>Experience:</i>	Over five (5) years as an attorney for a governmental entity. Preference given to candidates with legislative drafting experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. The position requires the ability to develop specialized knowledge in diverse areas of law.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Minimum of five years consecutive active membership in, and maintain membership in good standing with, The Florida Bar.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDENDUM

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY: DRAFTER/RESEARCH <b>Department:</b> County Attorney	<b>Class Code:</b>	<b>Position Level:</b> 13
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**Primary function is to provide legal advice to and represent BOCC, department heads, personnel and advisory agencies.**

### ADDITIONAL KEY RESPONSIBILITIES

- \*1. Drafts ordinances, resolutions, and interlocal agreements to be approved by BOCC.
- \*2. Responsible for reviewing and approving for legal sufficiency ordinances and resolutions prepared by other departments.
- \*3. Researches complex legal issues of concern to the BOCC, County departments, and constitutional officers.
  - 4. Assists other staff attorneys in performance of their duties.
- \*5. Responsible for reviewing County Code to eliminate inconsistent or outdated provisions.
- \*6. Responsible for Code revision process.

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_